

OFFICE OF THE DIRECTOR

Date: 30 June

TO: Adm / Mrs Turner

FROM: John

SUBJECT: 20 July Reception, & Summer Review

REMARKS:

I signed the attached contract today for the reception. The invitations were mailed today.

I originally reserved 200 seats at the Summer Review. Would you like me to work with DDA and Exec Sec and see if 150 or so Agency employees would be interested in attending the Summer Review as your guests?

Yes - all ranks, all areas
V/Resp

STAT

COMMISSIONED OFFICER'S MESS (PEN)

WASHINGTON NAVY YARD

WASHINGTON, D.C. 20374

Telephone: 433-3083

PARTY PROSPECTUS

20 JULY 77

PARTY NUMBER 1303

Date of Function
STAT

BILL NUMBER

CO-ORDINATOR

ADMIRAL STANSFIELD TURNER

SPONSOR

SAME

(ADM AIDE:)

SPONSOR'S ADDRESS

OFFICE OF THE DIRECTOR C.I.A.

WASHINGTON, D.C. 20505

The Sponsor agrees to provide a maximum guarantee on the number of guests to be served 24 hours in advance of party, and agrees to pay a 15% service charge on all items billed, plus the prescribed bar charge per bartender. A variation of 5% is permitted, and the Sponsor agrees to pay for all guests who attend but not less than 95% of the guaranteed number. The Mess will automatically prepare 5% over on food. No changes will be accepted after 1200 hrs. 1 day before party. The Sponsor agrees to pay the prescribed fee in event of cancellation within 21 days prior to function. In accordance with the provisions of NavPers 15951, Para. 1013, no group functions or private parties may be held in the Mess unless the below quoted contract has been signed by the host or sponsor. ALL PAYMENTS MUST BE MADE IN (1) ONE CHECK OR CASH. MINIMUM ROOM BILL WILL APPLY.

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PRIVATE PARTY OR GROUP RESERVATION CONTRACT

Navy Messes are instrumentalities of the Government, constructed and partially supported by appropriated funds for the exclusive use of military personnel and their dependents. In order to prevent allegations that the Mess is in competition with civilian enterprise, Mess facilities may not be used for meetings (or for food or beverage service to) any groups or associations unless all members of such groups are authorized participants in the Mess. Persons planning group functions or hosting private parties are required to sign one of the following Statements:

1. "All participants in the function planned by me for _____ 19 _____ are authorized patrons as defined in Article 501-502 NavPers 15951."

Date:

Signature of Sponsor

Rank/Grade

Soc. Sec. No.

2. "All guests at the private party on _____ 19 _____ are MY BONA FIDE GUESTS and will not be allowed to make any type of purchase in the Mess or share in any expenses incurred by me."

Date:

3. "The majority of the participants in this party are persons closely associated with _____"

Date:

TO THE PATRON:

"The Commanding Officer wishes to invite your particular attention to the provisions of this contract appearing above your signature. In the past false certifications have resulted in last minute cancellations of reservations with attendant embarrassment. In some instances disciplinary action has been taken against military sponsors. I feel sure you will co-operate in the protection of our Mess privileges."

MENU - TIME: 7:00 to 9:00 3.95+15%

ENTREE: STANDUP FINGERTIP

SLICED ROAST BEEF

ROAST TURKEY

COCKTAIL MEATBALLS

MEAT SALAD SPREAD

DEVILED EGGS

RELISH TRAY

CHEESE TRAY

MIXED NUTS

POTATO CHIPS & DIP

PRICE PER PERSON

VIP

1 FRUIT PUNCH

1 CHAMP PUNCH

BAR DETAILS - TIME:

NO BAR

TYPE

Bar charge of \$6.00 per hour per bartender

☐ Cash ☐ Record ☐ Open @ _____ per person

Bartenders @ \$6.00 per hr. per B/T \$ _____

Keg beer @ \$ _____ per keg \$ _____

Champagne @ \$ _____ per btl. \$ _____

Wine @ \$ _____ per btl. \$ _____

SPECIAL INFORMATION PUNCH ONLY

Band

Cake

Flowers 1 TAA \$10.00

Head Table

Table Arrangement

Seating

MENU PROVIDED FOR TWO HOURS ONLY

MISC. INSTRUCTIONS

Official Name of Function for Bulletin Board Posting

ADMIRAL TURNER'S RECEPTION

STAT

BLUE & GOLD COLORS

VIP

LABOR CONTROL

Name	No.Hrs.	Rate	Total
(Print names and information on reverse side)			

PARTY CONTROLLER (Signature)

FOOD _____ GUESTS @ \$ _____

Bar ☐ CashRecord ☐ Open @ \$ _____ Per Person

MISC.

CAKE

FLOWERS

BAND

COUNT CONFIRMED GUARANTEE
5%
TOTAL

CASH BAR
\$ _____
GRATUITIES
\$ _____

TOTAL \$ _____

15% GRATU/\$ _____

BAR CHARGE \$ _____

TOTAL \$ _____

DUTY MANAGER (Signature)

WHITE: Dining Room

YELLOW: Galley

PINK: Bar

GREEN: Banquet Manager

GOLDENROD: Patron